

Trustees of the Manchester City Library
Hunt Room
Minutes – February 19, 2008

Called to order the Monthly Meeting at 3:44pm.

In Attendance: Trustee Kevin Devine, Patricia Cornell, Jeff Hickok, Jack Shea. Also, present Library Director Denise van Zanten and Foundation Chair Monique Brown.

Excused: Trustees Sheehan Lord, Joanne Barrett and Madeleine Roy and Liaison Alderman Peter Sullivan.

Minutes: Motion made by Trustee Shea to accept the January 22nd minutes, seconded by Trustee Cornell, all in favor.

Website Update was postponed until March meeting.

Director's Report:

PERSONNEL – Security Office Denise Duval-Ray started on February 5th. She has previous experience as a corrections officer and has worked at the Moore Center. Amy Hamner was introduced to the Trustees. She is from Ohio and loves New Hampshire. Amy is the new Librarian I in the Reference Department.

BUDGET HEARING – Director van Zanten wanted to thank all the Trustees who attended the Budget Hearing. Mayor's Budget will be out at the end of March.

NATIONAL LIBRARY WEEK- Library would like to have an amnesty date on April 18th Patron Appreciation Day, for overdue materials. This does not include debt collection fines. Also, on April 15th is Staff Appreciation Day. Library would like to provide hero sandwiches and side dishes. Trustees are invited to attend also.

Motion to have an amnesty day on April 18th and to purchase lunch for the staff on April 15th was made by Trustee Cornell, seconded by Jeff Hickok, all in favor.

CIRCULATION RECLASSIFICATION: Was approved by the Mayor and Alderman. Effective as of 2/5/08.

COTE ESTATE: Director van Zanten will contact 2 appraisers to see if they are interested in purchasing books & paintings and will make an appointment with them. She will also contact Jonathan Cote to get the key and will fly down to Arlington VA to get materials put into an auction per authorization from the Trustees.

PCARD – Purchase Cards were given to Director van Zanten, Head of Tech Service Michele Garneau, and Fran Ryan and Mary Gallant. There were fraudulent charges made

on Mary's card and Finance was immediately notified and a new card issues. City Auditor commended Fran and Mary for being so prompt and Director van Zanten for having knowledge about what is being spent.

LAPTOPS- 2 Laptops have been received.

FINANCE - no new business at this time.

FOUNDATION – Author Brendan DuBois has accepted to speak at the Foundation Fundraiser in May.

They have also contacted Tidewater Hospitality to oversee food, invitations, set-up and liquor licensing. They will also have a bartender so that all Foundation members can greet guests.

The Foundation would like for the Library to close at 3pm the day of the Fundraiser.

Motion was made to close the Library at 3pm on May 21st by Trustee Cornell, seconded by Trustee Hickok, all in favor.

By-laws will be voted on at the next meeting on February 21st.

Foundation Fundraiser will be held during National Library Week in 2009.

Next meeting is the joint meeting, which will be held on March 17th at 3pm.

Old Business:

Travel Policy and General Children's Policy were tabled until March meeting.

New Business: Additional Fiduciary insurance for Trustees and Foundation will be looked into. Director van Zanten will contact Ferdinando Insurance.

Changing hours for the Branch Library for the May 21st Fundraiser to 9:30am to 5:30am so staff can attend foundation event.

Motion was made to change branch hours on May 21st by Trustee Hickok, seconded by Trustee Cornell, all in favor.

Adjourned at 4:45pm